

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
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9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers		X		
14	D/OLL				
15	D/PAO		X		
16	SA/IA				
17	AO/DCI				
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		SUSPENSE _____ Date			

Remarks

To 6. For further dissemination as you deem appropriate.

Executive Secretary

14 Dec 84

Date

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, D.C. 20415

Executive Registry

84-10093



December 10, 1984

MEMORANDUM FOR DEPARTMENT AND AGENCY HEADS

As the area's largest employer, the Federal Government has been asked by the Greater Washington Board of Trade and the Washington Regional Alcohol Program (WRAP) to participate in this year's effort to thwart drunk driving in the Washington metropolitan area. WRAP is a coalition of business, government, and community leaders which marshals and coordinates local resources to eliminate drunk driving in Washington and the surrounding area.

When we look at the statistics -- nearly 25,000 people, or over one-half of all traffic deaths last year, were alcohol-related, and over 150 of these deaths occurred in Metropolitan Washington, for an average of one drunk driving death every 2 1/2 days here in our community -- we can see what a critical local and national problem we have. The loss of these lives is a great personal loss and a tremendous economic burden to families, business, and government.

I will send the enclosed Employee Letter to our employees at OPM. I hope you will join me in this effort to make this a safe year and a safe holiday season for our employees and our community.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donald J. Devine", is written over a horizontal line.

Donald J. Devine  
Director

Office of Personnel Management

OPM EL No. B-1076

## Employee Letter

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Washington, D.C. 20415

December 10, 1984

**SUBJECT:** Safe Holiday Season

Last year, one person was killed every 10 minutes on our nation's highways, totaling about 48,000 deaths. Over one-half of these tragic deaths -- nearly 25,000 people -- were those killed in alcohol-related highway crashes.

In Metropolitan Washington last year, over 150 people died in highway crashes in which alcohol was a factor, averaging one drunk driving death every 2 1/2 days here in our community.

Drunk driving is a senseless tragedy in which tens of thousands of valuable members of our society are needlessly killed or crippled every year. The loss of these lives is a great personal loss and a tremendous economic burden to families, government, and business.

What can we do about this problem?

First, we can become aware of the devastation drinking and driving creates.

Second, we can begin by setting an example in our home entertaining to discourage over-drinking and by offering guests alternatives to alcoholic drinks.

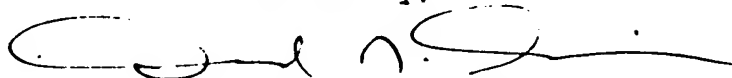
And most important, if a friend has had too much to drink, get him a drive home, have him sleep over, or call 522-FREE for a "Sober Ride" -- available to all Washingtonians December 10 through January 2.

On the back you will find a copy of "Tips for Responsible Hosts and Hostesses." I encourage you to keep these tips in mind as you plan your holiday activities.

Drinking and driving is a critical local and national problem. I am asking you to become aware of the problem and its real consequences, and how you can play an important part in saving lives. Let's remember: Friends Don't Let Friends Drive Drunk!

Have a safe and happy holiday season!

Sincerely,



Donald J. Devine  
Director

Attachment (Reverse)

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**DISTRIBUTION:** B - Central Office Employees

**LETTER EXPIRES:** January 20, 1985

Attachment to EL B-1076 (2)

## SUGGESTED TIPS FOR RESPONSIBLE HOSTS AND HOSTESSES

More than 48,000 people died on our nation's highways last year. Hundreds of thousands more people were seriously injured, many maimed or crippled for life. In nearly 25,000 of these deaths, the combination of drinking and driving was a prime factor. As a gracious and responsible host or hostess, you can take steps to assure that your guests have a good time when you entertain and also have a safe trip home.

1. Keep foremost in your mind your two goals: the comfort and safety of your guests.
2. Serve both alcoholic and non-alcoholic drinks, and be sure guests know there are both kinds.
3. Frequently offer your guests food to balance their drinking. Serve food in waves to encourage return trips to the table or walk food around the room.
4. Serve drinks only upon request.
5. Serve normal (1 oz.) portions of liquor in drinks.
6. Don't serve individuals who appear to be intoxicated or impaired, and don't serve minors.
7. Mix the drinks yourself or hire a bartender.
8. Choose protein-oriented items and rich, starch foods that will delay the absorption of alcohol into the bloodstream. These include cheeses, seafood, eggs, spareribs and pizza.
9. Avoid salty snacks and sweets.
10. Offer low calorie foods to encourage the dieting drinkers to eat as well as drink.
11. Close the bar at least an hour before the party is to end. Bring on the non-alcoholic beverages -- coffee, tea and soft drinks -- and a dessert.
12. Remember three basic ways to keep your friends alive:
  - \* Drive them home
  - \* Have them sleep over
  - \* Call 522-FREE for a free "Sober Ride" home anywhere in Metropolitan Washington (December 10 - January 2)
13. As couples or groups arrive for your party, suggest that at least one person remain totally sober and serve as the "designated driver" to assure a sober and safe ride home.
14. Remember: Friends Don't Let Friends Drive Drunk!